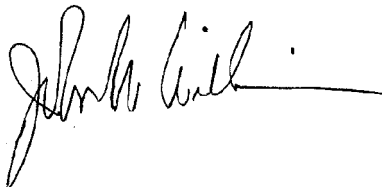


For: State and County Offices

**County Office Work Item Comparisons and Information to Assist in
FY 2001 Mid-Year County Office Workload Review**

Approved by: Deputy Administrator, Management



1 Overview

A

Background

BUD has developed work item comparisons to assist in the workload review. These work item comparisons also correspond with the list of queries that have been developed for State Offices and are part of the State Office software releases. These include information used by BUD to perform County Office workload reviews and comparisons of work items. This information would ensure that workload data is accurate and that estimated workload is realistic. This notice updates the comparisons that have been posted to BBS and the Budget Home Page.

B

Purpose

This notice:

- provides State and County Offices with information that can be used to assist in the mid-year County Office Workload Review

Note: These work item comparisons follow the guidelines of the State Office queries.

- reminds State and County Offices to use the Query Workbook information provided on BBS and the Budget Home Page in conjunction with this notice.

Disposal Date

December 1, 2001

Distribution

State Offices; State Offices relay to County Offices

2 General Information

A

Items Needed to Perform Review

The following is a list of items necessary to perform the review:

- 12-AO (Rev. 17):
 - provides work item counts, transmission schedules, and instructions for merging data
 - Exhibits 13 and 14 provide mid-year instructions and format
 - Exhibit 19 lists work item validity checks.

Note: Mid-year validities are performed on column 4 only.

B

Reviewing Workload Reports

General. Exhibit 1 is a list, by work item, that provides comparisons by program or activity and general observations to use as tools in completing the FY 2001 mid-year review. These should be used in conjunction with 12-AO (Rev. 17), and the knowledge of programs and functions in each County Office.

Each office must rely on knowledge of the programs administered by the office and the extent of the program activity. Estimated unit counts must be realistic and in line with work accomplished and remaining. Historic activity may be used as a comparison when estimating unit counts as long as the current program is similar in operation to the historic program. Additionally, State Office reviews should include program specialists to ensure that geographic differences are considered when comparing County Office entries.

Unit counts will occasionally exceed the validity checks. If the data is correct, written justification should be submitted with the reports. These justifications are considered by State and National Office employees when the review is performed and can save time and telephone calls in verifying data.

Notice AO-1244. The query notice includes an exhibit for manual counts. Reporting offices with closed or part-time offices will consolidate manual counts into 1 exhibit under the reporting county's State and county code for mailing into the National Office. State and county codes must be entered on the exhibit for the exhibit to be counted. County Offices must use the exhibit attached to the query notice for those items in the notice to be corrected with the manual counts.

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2 General Information (Continued)

B

Reviewing Workload Reports (Continued)

County Offices will not deviate from the work items listed in Exhibit 1, except as instructed by the National Office. If it is felt that a work item should be changed, it must be sent in under a separate memo. It will be approved or disapproved accordingly. **Do not change the exhibit.**

Only the explanation given in the query notice will be accepted as a justification for manual counts. All other explanations will not be added.

Justifications for work item changes. When sending in a memo to request a queried work item change that is not in Exhibit 1, include an explanation as to why you feel the query is not capturing the data correctly; or when you run the queries, and do not agree with the total, have your State Office contact a member of the query team and they can assist you in verifying if the query is correct or if there is a problem only in your county files. This is very helpful in finding problems with queries. What might work in some areas, might not work in others and sometimes we find out that all of the codes associated with the query were not captured correctly.

Grand Totals on FSA-55-1. In some instances, the totals do not calculate correctly. This is not a consistent problem nationwide. Do not be concerned as none of the output reports are based on the totals. Each work item is pulled separately into the totals for the output reports.

C

Combined Reports

As a reminder, shared management offices will transmit a separate report. A combined workload report must be submitted by the reporting County Office in combined county, which includes a part-time or closed office situation. Instructions for creating and loading data tapes are in 12-AO (Rev. 17), paragraphs 9950 and 9951.

Work Item Comparisons by Function

Administrative	
Work Item	Comparison and Information
101 and 111	State Offices will not see this data. Work items 101 and 111 will be pulled from the Data Warehouse and will be entered on the final report.
102	This is an hourly count and County Offices should accurately enter the number of hours actually performed and not simply enter the validity amount.
103	Only work measurement County Offices listed in 12-AO, Exhibit 4 will enter data in this work item.
112	Only FOIA requests entered on FSA-534 should be entered here. 2-INFO should be reviewed for what should be captured as a FOIA request. This count should not be substantially higher than the previous year in any county. Counties involved with the Phase II Tobacco Settlement could have higher numbers.
113	This is a queried item. Entries in this work item should only reflect existing FSA-671's, and estimates should only be increased or decreased based on the County Offices' knowledge of their existing program activity.
114	Work item 114 is a queried work item. Entries in this work item should not change much from year to year.
115	Work item 115 is a manual count. Data can be captured from the Quarterly Creditor Agency Claim Report.
116	This is a queried work item. Project increases in this work item based on work item 113 comparison.
117	Only cotton States should be reporting in this work item.
118	Entries in this work item should be similar year to year. Compare days to dollars in work items 9094 and 9095. If high number of days in 118, the dollars entered in work items 9094 and 9095 should reflect. State Office review should include comparison in workdays with work measurement counties.
119	This is a queried work item. Direct deposit activity should not be extremely large. Estimates should be close to actual or no more than 10 percent higher. Wool and Mohair Market Loss Assistance Program (WAMLAP) and Lamb Meat Adjustment Assistance Program activity could reflect increase in this work item.

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Work Item Comparisons by Function (Continued)

Administrative (Continued)	
Work Item	Comparison and Information
120	Entries in this work item should only reflect the administrative functions that are not specific to a particular program area. Do not count office administrative activities in this work item. State Offices should look at work measurement County Offices when reviewing this work item for all County Offices. Concentrated banking activities, FSA-237, and Sugar PIK are captured in this work item.

Reimbursable Services for Others	
Work Item	Comparison and Information
201	This is a queried work item. Actual requests should be entered on FSA-603 or CCC-257 to back up entries reported. A manual count is required if requests paid for by cash have been combined for entry on CCC-257. Count requests not dollars.
202 and 206	Activity in these work items could be high because of LDP activity including late filed acreage reports and bin measurements. Work items 202 and 206 must have FSA-409's on file.
203 and 204	Work item 203 should have entries for each hour worked for another Government agency under a county reimbursable agreement where funds (not rent, etc.) have been deposited on CCC-257. Work item 204 should have entries for each hour worked for another Government agency under a national or State reimbursable agreement where funds (not rent, etc.) have been paid to State or National Office.
205	This is a queried work item. Entries in this work item should not vary from year to year.
222 and 223	These are queried work items. Compare the data in these work items with the dollars in 9108 and 9109. Training and travel costs as well as postage costs should be minimal this year. If funds are not appropriated for the program and County Offices are not authorized to use carryover funds for the program, activity should be minimal to zero in the estimated column. All SIP-ICE funds were to be obligated by 3/30/01.

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Work Item Comparisons by Function (Continued)

Common Program Provisions	
Work Item	Comparison and Information
301	This is a queried work item. Entries in this work item will be higher than entries in work item 362.
302	This is a queried work item. Entries in this work item could be lower than prior years' activity.
303	This is a queried work item. Entries in this work item should reduce every year, and numbers over 100 should be questioned.
304	Entries in this work item should be minimal and reduce every year as new payment limitation forms are signed to replace FSA-561. Estimates in this work item should never be higher than the actual.
306	Entries in this work item should not be high, generally under 10.
307	Only County Offices conducting referenda listed in 12-AO (Rev. 17), Exhibit 9 should have entries in this work item. The special Tobacco Referenda conducted earlier this year in a limited number of States should be counted here. Do not count referenda activity that FSA performs for other agencies. Pork Referendum included in Work Item 102.
310 and 312	These are both queried items. Entries in these work items should not vary much from entries for previous year. Estimates for 312 should be less than actual since we cannot assume MLA payments and many producers have received total payments for FY 2001.
315 and 316	Entries in these 2 work items should be similar and, if there are entries in 315, there should be entries in 316. Activity should only be reflected in tobacco and peanut County Offices.
318	This is a queried work item with a manual count. Projections should not be higher than the query count.
336	Entries in this work item should not be high. Do not count FLP bankruptcies in this work item. FLP bankruptcies are counted in the applicable FLP work item operation.

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Work Item Comparisons by Function (Continued)

Common Program Provisions (Continued)	
Work Item	Comparison and Information
339 through 341	Work items 339 through 341 are manual counts for midyear. Entries in these work items should be similar to prior FY.
342	This is a manual count and should be a minimal count.
343	This is a queried item. Estimates should be low as it would only reflect new multi-county producers added for the balance of the year.
344	This is a manual count and should be a minimal count.
345	This is a new work item which captures workdays for members of Payment Limitation Review Teams. The time County Office employees spend copying records for or meeting with the team members is still captured in 339 through 341.
350	Units will only be counted in this work item if setting up eligibility. Projections should be zero because of changes in the program.
351	This is a queried work item with a manual count. All County Offices should be performing some APH activity. FCI-19-A has been removed from 12-AO, paragraph 351 as a unit count. A manual count is required for any FY 2001 APH's completed.
352	County Offices could have higher unit counts in this work item based on the signatures required on the forms. Unit is complete when signed by the producer.
353	This is a queried work item.
354	Data will only be entered in this work item if our FSA employees are used when the contract appraisers are unavailable.
362	This is an informational item only and is queried. This number should always be less than work item 301.
370 through 373	Work items 370 through 372 are queried work items. Actual numbers should be minimal. Estimates are not allowed.

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Work Item Comparisons by Function (Continued)

Common Program Provisions (Continued)	
Work Item	Comparison and Information
374 through 376	Work items 374 and 375 are queried work items. Estimates should be carryover work only.
377 and 378	These work items are queried. There should be no estimates.

Committee Elections	
Work Item	Comparison and Information
401	This is a queried work item but will not load directly onto FSA-55. Verify query count with actual before entering data. Base number on LAA holding election. No estimates are allowed.

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Work Item Comparisons by Function (Continued)

Conservation and Related Programs	
Work Item	Comparison and Information
501 and 504	These are queried work items. Entries in these work items should be similar. If data is entered in work item 501 or 504, then data should be in work item 505, column 2 except when issuing final payments on expired LTA's. Do not count checks written for conservation programs activities where NRCS is responsible for the program and FSA only prepares CCC-184's, such as Great Plains Interim EQIP. These days are captured in work item 532.
505	This is a manual count of active ACP-311's in effect on 09/30/00. No entry is allowed in column 3.
507 through 509	These are all queried work items. Program regulations state that EQIP payments cannot be made in the same year the contract is approved. No estimates are allowed for work item 509.
512	Entries in this work item should not be high. Also review work items 102, 532, and 2102 to verify correct work item is being used for conservation workdays.
515 and 517	These work items are queried with a manual count for 517 for partial multiple payments. Entries in this work item should not be large and, if requests are approved, there must be either actual or estimate payment activity. If estimates are high, must have applications on hand not approved for ECP. County Office must be approved for ECP to have numbers in these work items.
526	Work item 526 is a queried work item with a manual count for CRP-2's signed by the producer but never entered in the system because the bid was withdrawn.
527 and 530	Work items 527 and 530 are queried work items with a manual count for work item 530 for partial multiple payments. If data is entered in 527, data should be entered in 530, column 2 or 3.
528 and 540	Both of these work items are queried. Work item 528 is active contracts on 09/30/00. If data is entered in 528, data should be entered in 540 and it should be greater than or equal to 528. No entry is allowed in column 3 for either work item.
532	Entries in this work item should not be large, and numbers over 5 workdays should be questioned unless County Office is assisting NRCS with CRP technical determinations. Do not capture time reported in work item 102, 512, or 2102.

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Work Item Comparisons by Function (Continued)

FLP	
Work Item	Comparison and Information
All 800, 900, and 1000	<p>Only Type 1 or MAC sites should have data in any work items. Serviced County Offices are required to furnish data to these offices for entry into FSA-55-1. Serviced County Offices can capture days in work items 2157 or 2158.</p> <p>For FY 2001 workload reporting, activity will be reported by those who complete the activity. Although many employees from several offices may contribute to the completion of a unit; it will be counted as complete by the Farm Loan Team in a Type 1 office.</p> <p>Type 2 and Type 3 offices that have MAC sites that will be moved when software becomes available will not enter estimates or manual counts. A memo should be sent to Headquarters so that the queried data can be transferred to the Type 1 office through the review process.</p> <p>If the MAC files are in a Type 2 or Type 3 office by the choice of the State Office, then all work items, both queried and manual counts, should be captured in that office.</p> <p>Please review the Query Workbook Sections 8, 9, and 10 for additional information on the reporting of Farm Loan Program work items. In addition, Notice FLP-194 provides information on ensuring that the MAC files are updated so that queries can be used.</p>
801 through 823	These work items are queried for all data that has been updated in MAC. Manual counts are required for activity completed within the reporting period not updated in MAC.
824	This is a manual count.
825	This is a query count for all data updated in MAC. A manual count is required for activity completed within the reporting period not updated in MAC.
826 through 829	These are manual counts.

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Work Item Comparisons by Function (Continued)

FLP (Continued)	
Work Item	Comparison and Information
830	This is a query count for all data updated in MAC. A manual count is required for activity completed within the reporting period not updated in MAC.
901 through 905	These work items are queried for all data that has been updated in MAC. Manual counts are required for activity completed within the reporting period not updated in MAC.
921 through 925	These are manual counts.
1001	Work item 1001 has a query that captures the collections posted to CCC-257 and loan payments entered for update to the account. The query results do not load directly into the software so that the other unit counts may be added before entering in the FSA-55-1 workload report. This query will run in all offices and must be provided to the Type 1 office, if applicable, for entry in the workload report. Manual counts will be required for all supervised bank account activity and multiple advance unit counts.
1002	This is a manual count.
1003	This is a query count for all data updated in MAC. A manual count is required for activity completed within the reporting period not updated in MAC.
1004 through 1005	These are manual counts.

Peanuts and Tobacco	
Work Item	Comparison and Information
1100's	All entries for 1100's work items are manual counts. Only County Offices that have peanut activity should enter data in these work items.
1200's	Work items 1202 and 1206 are queried, and 1202 has a manual count. Only County Offices that have tobacco activity should enter data in these work items. Do not count the Phase II tobacco settlement activity in this work item. This data is captured in work item 112.

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Work Item Comparisons by Function (Continued)

Compliance Activities	
Work Item	Comparison and Information
1401	This is a queried work item. Entries in this work item could be large because of the 1996 Act provision for LDP's requiring crop acreage reports on all related crops. A manual count will be required for FY 2000 crop year acreage reports filed after October 1, 2000. Column 3 should be larger than column 2.
1402	This is a manual count. Count only AD-1026 data which have been signed by producer since 10/01/00. Possible increase in areas with high activity in Apple Market Loss, Dairy Market Loss (new producers) Wool and Mohair Loss Programs.
1404	This is a manual count. Entries in this work item should not be large. Column 2 should reflect only 2000 carryover work completed after 10/01/00. States that do not perform aerial compliance will have higher numbers in this work item.
1405 through 1408	These work items are queried. These work item queries will not be automatically loaded into the workload software.
1410	This is a queried work item. Projections in column 3 compliance spot check activity that will be completed by 09/30/01. Compliance is not required on all farming operations. However, late-filed LDP activity could increase this item.
1412	This is a manual count. Only counties performing flight services enter data here.
1415 and 1416	These are both manual counts. Do not include spot checks for any Emergency Programs (2000's), FSFL (1504), or Sugar PIK (120).
1417	Entry in this work item should be only for new determinations provided by NRCS. The majority of this work should have been done in previous years. Do not count in this work item any transfer of field determinations based on receiving new flights of aerial photography.
1418	Data in this work item should be minimal unless county has just received new flight of aerial photography. Replacement photographs are considered an operation under work item 302.

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Work Item Comparisons by Function (Continued)

Farm Storage Facility Loan Program	
Work Item	Comparison and Information
1501	This is a queried work item. CCC-185 must be signed by applicant to be counted. Note: Data in 1502 and 1503 should never exceed 1501.
1502	CCC-185 must be approved, denied, or disapproved to be counted.
1503	CCC-186 must be executed and loan disbursed to be counted.
1504	This is a new work item and a manual count for active agreements on 09/30/00.

Loan Making	
Work Item	Comparison and Information
1601 through 1603	These are queried work items. If there is loan activity in a county, there should be spot check and repayment activity as well.
1604	Cotton loans are a manual count.
1605 and 1606	These are queried work items. Entries in these work items should reflect similar activity to last FY. CCC-666 or CCC-709's taken for another county and/or signed and zero payment when production evidence is furnished are only accepted manual counts.
1609, 1611 through 1616	These work items are queried. The total of the entries in these work items should not exceed the total in work item 1601.
1610	Cotton loans are a manual count
1617 through 1623	These work items are queried. The total of the entries in these work items should not exceed the total in work item 1603.
1624	This is a query for Mohair loans.
1625	This is a query for Honey loans. Could have increased activity in column 3 if all recourse loans have not been converted to nonrecourse loans.

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Work Item Comparisons by Function (Continued)

Servicing Loans and Purchases	
Work Item	Comparison and Information
1701 through 1706	These are queried work items. If loan activity is present in work items 1601 through 1606, loan servicing work items should reflect spot checks, repayments, and possibly forfeitures and settlements.
1707	This is a manual count for cotton forfeitures.
1709 through 1710	These are manual counts and should be zero in most counties.
1711	This is a manual count.
1712 through 1713	These are query counts. If data is in 1711, data must be in work items 1712 and/or 1713.

Emergency Programs	
Work Item	Comparison and Information
2002	Entries in this work item should be less than 10 workdays. If high count, there should be disaster related programs implemented (LIP, LAP, ECP, etc.)
2003	There should be no entries in this work item unless the county has been declared a disaster area and approved for haying and grazing. If an entry in this work item, then should have a count in work item 2014.
2004	This is a query.
2012 through 2013	These are queried items. Entries in these work items should reflect actual application and payment activity. Work item 2012 requires a manual count for FCP or Dairy Production Disaster Assistance Program applications.
2014	This is a manual count. If data is entered in work item 2003, 2015, and 2016, data should be entered in this work item.

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Work Item Comparisons by Function (Continued)

Emergency Programs (Continued)	
Work Item	Comparison and Information
2015 through 2016	These are queried work items. Entries in these work items should reflect actual application and payment activity. If activity in these work items, should have activity in work item 2014.
2018	This is a queried work item. Projection for carryover of DMLA I or II corrections or unpaid new producers for DMLA III should be minimal.
2019	Count 1 unit for each workday related to this program only.
2020	This is a queried work item.
2021	This is a queried work item. Project payment for sign up which ends 05/11/01. County must be approved for ECP by 03/15/01 to be eligible to administer National Pasture Recovery Program..
2022	This is a manual workday count. Only North Carolina County Offices will report in this work item.
2023	This is a queried work item with a manual count for disapproved applications. Only eligible producers on CCC-950 acted upon by COC should be entered in this work item.
2024	This is a new work item and a manual count for workdays for GIS activity. Activity reported in compliance work items should not be duplicated here. If preparing maps for GIS, do not capture time in 1417 and 1418 also. Maintenance on existing maps is captured in work item 302.
2025	This is a new work item and a query count for WAMLAP. Project 2000 wool payment activity in column 3.

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Work Item Comparisons by Function (Continued)

All work items from here on are manual work counts, except 2153-2156.

Miscellaneous Activities	
Work Items	Comparison and Information
2102	Entries in this work item should reflect limited activity (under 7 days). If entries in this work item are higher, document activity and send with justifications. Refer to work items 102, 512, and 532 to avoid duplication.
2104	Entries in this work item should reflect only approved projects such as Great Lakes or Lake Tahoe.
2105	Entries in this work item should be minimal.
2106	This work item is very isolated. Activity minimal.
2107	Only County Offices with initial data load of MAC will have entries in this work item. Updates to MAC are captured as operations included in work items 801 through 1005.
2110	Include GS and CO workdays in this work item. Consent decree workdays should be captured here as well as work item 2159. Overtime days should be included in these work items. State Automation training is not included here.
2111	Entries in this work item should be less than 5 workdays. If entries in this work item are higher, document activity and send with justifications. There has not been a Federal Ag Census since 1997 so, unless your State has individual census activity, this work item should not have entries except every 5 years.
2112	Only County Offices that file lien searches and security agreements for other county offices capture time here. Completing lien searches for own use is captured in PS or FLP work items.
2139, 2143 and 2160	Only payroll and training County Offices for COT's and FLOT's should enter data in the applicable work item.
2149 and 2150	If data is entered in 2149, data should be entered in 2150. If two COC's in shared management situation, both counties report. If one COC for both counties, administrative county only reports.
2151	Only County Offices that are participating in this program should enter data. See note in 12-AO, Exhibit 13.
2153 through 2156	These are query counts and are for information only.

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Work Item Comparisons by Function (Continued)

Miscellaneous Activities (Continued)	
Work Item	Comparison and Information
2157	Include any administrative functions.
2158	Include any administrative functions.
2159	All consent decree activity entered here should be included in work item 2110. Do not include travel.

Other Data	
Work Item	Comparison and Information
9065	Only County Offices that have a FLP Team member should enter data here. Review 12-AO, Exhibit 13 for unusual situations. One full-time employee is equal to 260 days. Administrative counties only should report.
9074	Column 2 for this work item will be pulled from the Data Warehouse for all County Offices that issue CCC-184's for rent and utilities. Only administrative county that issues CCC-184 for rent, utilities, and telephone should enter data in this work item in column 3.
9075	Enter all aerial compliance costs in this work item. Administrative county only should count.
9076	Calculate leave used and expected to be used for all employees in the County Office. Include time off awards. Administrative county only should report.
9078	Column 2 for this work item will be pulled from the Data Warehouse for all County Offices that have employees who have collected severance pay. Counties may estimate in column 3 for known activity.
9079	Count may be captured in county where meter is located or designated county if State Office writes check. Administrative county should report if County Office pays.
9082	This work item captures all postage issued from the County Office for metered postage, plus checks coded ML or UPS. Metered postage may be captured in County Office where meter is located. Checks should be captured in administrative county. Do not duplicate costs. Work item 9133 captures only the FSA portion of the postage issued from the County Office. Work items 9108, 9118, and 9133 should never be higher than work item 9082.

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Work Item Comparisons by Function (Continued)

Other Data (Continued)	
Work Item	Comparison and Information
9090	Administrative county will report. The amount entered in this work item should not be excessive. Question amounts over \$1500. County Offices should be receiving ADP supplies from Kansas City and not purchasing locally. Examples: Ribbons, cartridge diskettes, diskette labels, printer paper (not copier paper).
9094 through 9095	Amounts entered in these work items could be high but not excessive. Review along with work item 118 and 9102.
9099	Amounts entered in this work item should only be where FSA absorbs the cost of the duplication. Do not report dollars that will be reimbursed.
9102 , 9109, and 9118	Total of these postage work items cannot exceed amount entered in work item 9082.
9103	Column 2 for this work item will be pulled from the Data Warehouse for all County Offices with county employees who were paid relocation costs. County Offices may estimate known activity.
9108 through 9109	Entries in these work items should be small numbers. There should only be entries in these work items if SIP has been funded or instructions to use undisbursed funds have been issued.
9110	Administrative county will enter data for FSA share of rent for office space, utilities, and telephone. FSA rent amount can be found on FSA-875.

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Work Item Comparisons by Function (Continued)

Other Data (Continued)	
Work Item	Comparison and Information
9111	Administrative county will enter data for this work item for sub-office rent, utilities, and telephone.
9118	Entries in this work item should be compared to data entered in work items 9119 and 9120. Report in county where metered.
9119 through 9120	Enter only data required to be provided to complete the NAP producer file and aerial photocopies or crop insurance forms for the producer.
9124	Administrative county shall report expense for renovation of office space if landlord does not pay and include in rent cost.
9128	Administrative county shall report expense for equipment purchases. State Office may enter 1 figure in a designated county for the whole State.
9129	Include nonreimbursable travel expenses for all CO facilitators, coordinators, and/or participants in this work item. This work item should be minimal to zero entries.
9133	Enter only FSA's portion of the total postage cost in any given County Office.
9134	This is a new work item to capture the cost of frame relay. Administrative county shall report expense for frame relay cost. State Office may enter 1 figure in a designated county for the whole State.